



Dean's Directive for Conducting Professional Debate in the Doctoral Study at CTU FEE

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Overview of changes

Provision	Further identification of the change and justification of the change compared to the previous version
Art. 2, par. 2.4	Relaxation of the requirement for the organisational affiliation of the opponent from "not being a member of CTU FEE" to "not being a member of a training institute".
Art. 3	Submission of documents for the debate in electronic form only.
Art. 4	Deleting the method of demonstrating English language proficiency from the debate and moving it to the admissions procedure.

List of annexes

None.

List of related documents

Doctoral Study Code for FEE CTU in Prague

Study and Examination Code for Students at CTU in Prague

Art. 1 Introductory Provisions

- 1.1 This directive establishes, in accordance with the Government Regulation No. 274/2016 Coll., on standards for accreditation in Higher Education, Study and the Examination Code of CTU (hereinafter referred to as "SEC") and the Doctoral Study Code for FEE (hereinafter referred to as "DSC") details concerning professional debate, namely: it regulates the formal requirements for the submission of a professional study, the composition of the committee, the course of the debate and the possibility of repeating it.
- 1.2 A doctoral student who has passed the examination of all compulsory subjects and a) has attained at least 27 credits¹ or b) has had at least one scientific article accepted for publication of which they are the lead author², may apply for a debate on a professional study.
- 1.3 The professional study is a written preparation for the dissertation thesis. It contains a brief summary of the state-of-the-art of the studied problem (summary literature review) supplemented by the existing results of the doctoral students' own work in the field of the dissertation thesis. These results may also be presented by a collection of publications by the doctoral student.
- 1.4 The written study is the subject of a debate on the dissertation thesis at the respective supervising department, on the basis of which the final title and the content of the dissertation thesis are determined.

Art. 2 The Examination Committee

- 2.1 The chairperson of the Branch Board (hereinafter referred to as "BB") shall appoint the members of the examination committee for each and every professional debate.
- 2.2 The members of the examination committee are: the supervisor, the head of the supervising department and the chairperson of the BB, or another member of the relevant BB appointed by the chairperson (Art. 27, par. 10 SEC).
- 2.3 The committee consists of at least three members, not including an expert appointed by the Department of Languages. The supervisor and the opponent(s) are members of the committee with the right to vote, but they cannot chair the committee.
- 2.4 The head of the supervising department shall propose at least one opponent of the study. The opponent must be an expert in the relevant scientific field who holds at least a Ph.D. or CSc. degree. Opponents of the study cannot be employees of the department.
- 2.5 The committee is quorate if a majority of its members, but no fewer than three, are present.
- 2.6 The committee shall resolve by a majority vote on the acceptance or non-acceptance of the study. If the study is not accepted, the committee also adopts a justification for non-acceptance.
- 2.7 In the event of a tie, the vote of the committee chairperson shall decide.
- 2.8 The committee chairperson shall record the results in the report.

¹ For students studying under the DSC effective from 28 March 2018.

² For students studying under the DSC effective from 23 February 2023

- 2.9 As a rule, the chairperson of the BB chairs the examination committee. The chairperson appoints one of the other members of the BB to act as chair if:
- they cannot participate in the debate,
 - they are the supervisor of the doctoral student taking part in the debate,
 - for other serious reasons.

Art. 3 Deadlines

- 3.1 The doctoral student applies for a professional debate not later than 8 weeks before the end of their study block. The application is submitted electronically³ to the chairperson of the BB in the prescribed form. Along with the application the doctoral student submits⁴:
- a copy of a maximum of two of their most significant publications, a) for which credits were obtained or b) of which the student is a lead author; in the case of book publications, only a copy of the title page should be attached,
 - the individual study plan⁵
- 3.2 The professional study must be submitted to the chairperson of the BB electronically at least three weeks before the debate takes place; the BB chairperson may allow a later submission deadline.
- 3.3 The chairperson of the BB shall set the place and time of the professional debate at least three weeks prior to its taking place and shall invite the doctoral student.
- 3.4 The chairperson of the BB shall appoint the members of the committee and invite them to the professional debate at least two weeks prior to its taking place.
- 3.5 The doctoral student must be granted the opportunity to get acquainted with the reviews of the opponent and the supervisor at least two working days prior to the debate.
- 3.6 A written protocol about the course of the professional debate, signed by the chairperson of the examination committee and all of the members present, shall be made. The committee chairperson shall ensure that this report is delivered to the Office for Science and Research no later than seven days after the debate.

Art. 4 Course of the Debate

- 4.1 During the professional debate, the doctoral student shall first familiarise the committee with the essential parts of their study and their proposal for the title and the content of their dissertation thesis.

³ PDF form.

⁴ Attachments are inserted into the application PDF file or hyperlinked. In the case of an article only accepted for publication, the acknowledgement of acceptance or a hyperlink to it is inserted.

⁵ Provides the Office for Science and Research

- 4.2 The reviews of the opponents and the supervisor are read, the doctoral student shall express their opinion in response to them.
- 4.3 This is followed by a professional debate between the committee members and the doctoral student on the professional study, the proposal of the title and the content of the dissertation thesis.
- 4.4 The debate ends with a resolution by the committee on the approval (non-approval) of the results of the professional study.
- 4.5 In the case that the committee decides to not approve the conclusions of the study and proposes a revision, it shall also set a date for a repeat of the debate in accordance with Art. 5, par. 5.3.
- 4.6 In the case of a non-approval of the conclusions of the professional study with the recommendation for termination of the study, the doctoral student's studies are terminated according to § 56, par. 1, letter b) of the Higher Education Act (failure to meet the requirements of the study programme according to the SEC).

Art. 5 Repeating the Debate

- 5.1 In the case of a repeated debate, the BB chairperson shall appoint the members of the committee.
- 5.2 The debate may only be repeated once
- 5.3 The repeated debate must take place within three months of the date of the failed debate. The study is not extended, only the deadline for ending the study block is postponed, by a period proposed by the committee (Art. 4, par. 4.5 of this directive).
- 5.4 The date of the repeated debate shall be determined by the chairperson of the examination committee (Art. 4, par. 4.5). The doctoral student shall submit a revised study to the BB chairperson within the deadline set in Art. 3, par. 3.2.
- 5.5 In case that a repeated debate of a professional study is failed, the study is terminated in accordance with § 56 par. 1 Letter b) of the Higher Education Act (failure to meet the requirements of the study programme according to the SEC).

Art. 6 Temporary Provisions

- 6.1 The role of the Branch Board of the doctoral study programme P2612 Electrical Engineering and Information Technology, divided into individual branches of study accredited before the amendment of the Higher Education Act No. 137/2016 Coll., is carried out by the study programme Branch Board along with the branch of study Boards. Their activity and mutual competence are laid down in the SEC.
- 6.2 This directive replaces the regulation of the same name which was in force on 31 January 2018.

This directive comes into effect on February 1, 2024.